

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County

SIGN PERMIT APPLICATION – MASTER # BFS-01-08

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

☐ 2006 IBC (International Building Code - Commercial)

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

GROUND MOUNTED & ANCHORED HANGING SIGNS OVER 50 SQ.FT.: 3 Sets Drawings/each page with architectural seal, wind loads and footing/anchoring designs. (Review Process) Master design on file ____YES ____N/A

ELECTRICAL: ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Actual work to be performed _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex.1960).

IF APPLICABLE PLEASE COMPLETE.

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Owner Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class ____ Expiration ____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount \$ _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

The person signing this document accepts responsibility and understands that a Final Inspection will be required to complete this permit. A Certificate of Occupancy shall not be issued to the Tenant without a Passed Final Inspection on all permits.

Signature: Owner/Contractor/Agent

Print Name

Date

Fee Schedule On Back

All permits subject to a 2.0% State Surcharge
Building Official reserves the right assign fees not shown.

FEE SCHEDULE FOR MASTER BFS-01-08

2' x 4' POLE SIGN (Max)
8' OR LESS IN HEIGHT(grade to top of sign)

Need: Zoning permit
Sign application
Electric application (if Applicable)
Plat – 2

Administrative Fee required for all signs needing a plan review. This is a onetime fee that is submitted at time of application and will be applied to the total permit fee and is based on the number of signs. This fee is non-refundable if the project is cancelled for any reason.

1 to 5 signs..... \$ 75.00
More than 5 signs..... \$250.00

Plan
Reviewers
Must
Complete

# _____	Ground Mounted.....	ea. \$ 75.00
# _____	Wall Mounted Signs no electrical—no plan review.....	ea. \$ 35.00
# _____	Directional/Street signs—not requiring plan review.....	ea. \$ 35.00
# _____	Wall Mounted Signs w/ plan review	ea. \$ 35.00
# _____	Plan Review Fee 1 to 4 signs.....	ea. \$ 50.00
# _____	Plan Review Fee 5 or more signs.....	ea. \$ 250.00
# _____	Electrical Sign Permit.....	ea. \$ 35.00

State Levy..... 2.0%

TO BE COMPLETED BY PERMIT TECHNICIAN
FEE CALCULATION

Administrative Use Only

Permit Fee (calculated after review) \$ _____

2.0% Levy per USBC \$ _____

Total Permit Fee \$ _____

Less Admin Fee (if applicable) \$(_____)

Commercial only minimum \$75.00

TOTAL DUE WHEN ISSUED \$ _____

Admin Fee

CK# _____

Date _____

Permit Tech _____



Culpeper County Building Department
302 North Main Street • Culpeper, VA 22701
(540) 727-3405 • FAX (540) 727-3461

SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, you do not need a sign permit:

- ☐ It is a painted non-illuminated sign
- ☐ It is a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m²)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

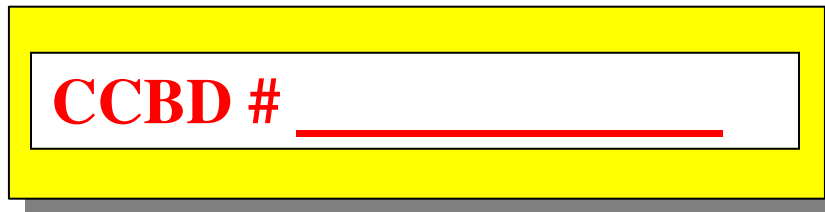
If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- | | |
|---|--------------------------------|
| ➤ Section H-102-Definitions | Section H-109 Ground Signs |
| ➤ Section H-103-Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
 - a. **Wall signs exceeding 40 sq.ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
 - b. **Wall Signs exceeding 50 sq.ft will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a master engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.**

2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
 - a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:



- b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
 - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
 3. The inspection process for all signs must be met in order to receive a final approved inspection:
 - a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
 - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
 - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
 - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County

SIGN PERMIT APPLICATION – MASTER # BFS-01-08

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

☐ 2006 IBC (International Building Code - Commercial)

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

GROUND MOUNTED & ANCHORED HANGING SIGNS OVER 50 SQ.FT.: 3 Sets Drawings/each page with architectural seal, wind loads and footing/anchoring designs. (Review Process) Master design on file ____YES ____N/A

ELECTRICAL: ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Actual work to be performed _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex.1960).

IF APPLICABLE PLEASE COMPLETE.

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Owner Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class ____ Expiration ____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount \$ _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

The person signing this document accepts responsibility and understands that a Final Inspection will be required to complete this permit. A Certificate of Occupancy shall not be issued to the Tenant without a Passed Final Inspection on all permits.

Signature: Owner/Contractor/Agent

Print Name

Date

Fee Schedule On Back

All permits subject to a 2.0% State Surcharge
Building Official reserves the right assign fees not shown.

FEE SCHEDULE FOR MASTER BFS-01-08

2' x 4' POLE SIGN (Max)
8' OR LESS IN HEIGHT(grade to top of sign)

Need: Zoning permit
Sign application
Electric application (if Applicable)
Plat – 2

Administrative Fee required for all signs needing a plan review. This is a onetime fee that is submitted at time of application and will be applied to the total permit fee and is based on the number of signs. This fee is non-refundable if the project is cancelled for any reason.

1 to 5 signs..... \$ 75.00
More than 5 signs..... \$250.00

Plan
Reviewers
Must
Complete

# _____	Ground Mounted.....	ea. \$ 75.00
# _____	Wall Mounted Signs no electrical—no plan review.....	ea. \$ 35.00
# _____	Directional/Street signs—not requiring plan review.....	ea. \$ 35.00
# _____	Wall Mounted Signs w/ plan review	ea. \$ 35.00
# _____	Plan Review Fee 1 to 4 signs.....	ea. \$ 50.00
# _____	Plan Review Fee 5 or more signs.....	ea. \$ 250.00
# _____	Electrical Sign Permit.....	ea. \$ 35.00

State Levy..... 2.0%

TO BE COMPLETED BY PERMIT TECHNICIAN
FEE CALCULATION

Administrative Use Only

Permit Fee (calculated after review) \$ _____

2.0% Levy per USBC \$ _____

Total Permit Fee \$ _____

Less Admin Fee (if applicable) \$(_____)

Commercial only minimum \$75.00

TOTAL DUE WHEN ISSUED \$ _____

Admin Fee

CK# _____

Date _____

Permit Tech _____



Culpeper County Building Department
302 North Main Street • Culpeper, VA 22701
(540) 727-3405 • FAX (540) 727-3461

SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, you do not need a sign permit:

- ☐ It is a painted non-illuminated sign
- ☐ It is a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m²)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

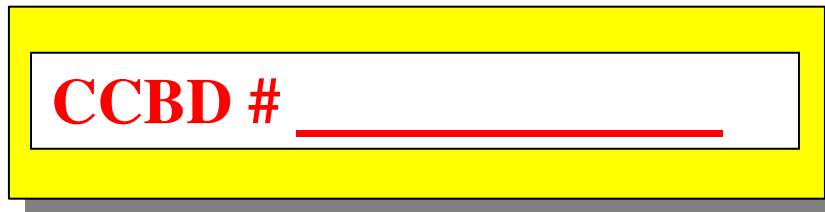
If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- | | |
|---|--------------------------------|
| ➤ Section H-102-Definitions | Section H-109 Ground Signs |
| ➤ Section H-103-Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
 - a. **Wall signs exceeding 40 sq.ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
 - b. **Wall Signs exceeding 50 sq.ft will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a master engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.**

2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
 - a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:



- b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
 - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
 3. The inspection process for all signs must be met in order to receive a final approved inspection:
 - a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
 - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
 - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
 - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County

SIGN PERMIT APPLICATION – MASTER # BFS-01-08

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

☐ 2006 IBC (International Building Code - Commercial)

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

GROUND MOUNTED & ANCHORED HANGING SIGNS OVER 50 SQ.FT.: 3 Sets Drawings/each page with architectural seal, wind loads and footing/anchoring designs. (Review Process) Master design on file ____YES ____N/A

ELECTRICAL: ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Actual work to be performed _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex.1960).

IF APPLICABLE PLEASE COMPLETE.

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Owner Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class ____ Expiration ____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount \$ _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

The person signing this document accepts responsibility and understands that a Final Inspection will be required to complete this permit. A Certificate of Occupancy shall not be issued to the Tenant without a Passed Final Inspection on all permits.

Signature: Owner/Contractor/Agent

Print Name

Date

Fee Schedule On Back

All permits subject to a 2.0% State Surcharge
Building Official reserves the right assign fees not shown.

FEE SCHEDULE FOR MASTER BFS-01-08

2' x 4' POLE SIGN (Max)
8' OR LESS IN HEIGHT(grade to top of sign)

Need: Zoning permit
Sign application
Electric application (if Applicable)
Plat – 2

Administrative Fee required for all signs needing a plan review. This is a onetime fee that is submitted at time of application and will be applied to the total permit fee and is based on the number of signs. This fee is non-refundable if the project is cancelled for any reason.

1 to 5 signs..... \$ 75.00
More than 5 signs..... \$250.00

Plan
Reviewers
Must
Complete

# _____	Ground Mounted.....	ea. \$ 75.00
# _____	Wall Mounted Signs no electrical—no plan review.....	ea. \$ 35.00
# _____	Directional/Street signs—not requiring plan review.....	ea. \$ 35.00
# _____	Wall Mounted Signs w/ plan review	ea. \$ 35.00
# _____	Plan Review Fee 1 to 4 signs.....	ea. \$ 50.00
# _____	Plan Review Fee 5 or more signs.....	ea. \$ 250.00
# _____	Electrical Sign Permit.....	ea. \$ 35.00

State Levy..... 2.0%

TO BE COMPLETED BY PERMIT TECHNICIAN
FEE CALCULATION

Administrative Use Only

Permit Fee (calculated after review) \$ _____

2.0% Levy per USBC \$ _____

Total Permit Fee \$ _____

Less Admin Fee (if applicable) \$(_____)

Commercial only minimum \$75.00

TOTAL DUE WHEN ISSUED \$ _____

Admin Fee

CK# _____

Date _____

Permit Tech _____



Culpeper County Building Department
302 North Main Street • Culpeper, VA 22701
(540) 727-3405 • FAX (540) 727-3461

SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, you do not need a sign permit:

- ☐ It is a painted non-illuminated sign
- ☐ It is a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m²)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

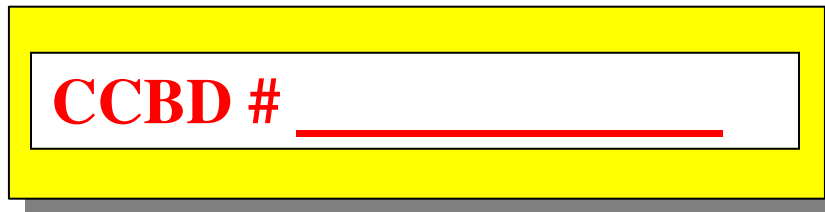
If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- | | |
|---|--------------------------------|
| ➤ Section H-102-Definitions | Section H-109 Ground Signs |
| ➤ Section H-103-Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
 - a. **Wall signs exceeding 40 sq.ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
 - b. **Wall Signs exceeding 50 sq.ft will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a master engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.**

2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
 - a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:



- b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
 - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
 3. The inspection process for all signs must be met in order to receive a final approved inspection:
 - a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
 - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
 - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
 - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County

SIGN PERMIT APPLICATION – MASTER # BFS-01-08

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

☐ 2006 IBC (International Building Code - Commercial)

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

GROUND MOUNTED & ANCHORED HANGING SIGNS OVER 50 SQ.FT.: 3 Sets Drawings/each page with architectural seal, wind loads and footing/anchoring designs. (Review Process) Master design on file ____YES ____N/A

ELECTRICAL: ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Actual work to be performed _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex.1960).

IF APPLICABLE PLEASE COMPLETE.

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Owner Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class ____ Expiration ____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount \$ _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

The person signing this document accepts responsibility and understands that a Final Inspection will be required to complete this permit. A Certificate of Occupancy shall not be issued to the Tenant without a Passed Final Inspection on all permits.

Signature: Owner/Contractor/Agent

Print Name

Date

Fee Schedule On Back

All permits subject to a 2.0% State Surcharge
Building Official reserves the right assign fees not shown.

FEE SCHEDULE FOR MASTER BFS-01-08

2' x 4' POLE SIGN (Max)
8' OR LESS IN HEIGHT(grade to top of sign)

Need: Zoning permit
Sign application
Electric application (if Applicable)
Plat – 2

Administrative Fee required for all signs needing a plan review. This is a onetime fee that is submitted at time of application and will be applied to the total permit fee and is based on the number of signs. This fee is non-refundable if the project is cancelled for any reason.

1 to 5 signs..... \$ 75.00
More than 5 signs..... \$250.00

Plan
Reviewers
Must
Complete

# _____	Ground Mounted.....	ea. \$ 75.00
# _____	Wall Mounted Signs no electrical—no plan review.....	ea. \$ 35.00
# _____	Directional/Street signs—not requiring plan review.....	ea. \$ 35.00
# _____	Wall Mounted Signs w/ plan review	ea. \$ 35.00
# _____	Plan Review Fee 1 to 4 signs.....	ea. \$ 50.00
# _____	Plan Review Fee 5 or more signs.....	ea. \$ 250.00
# _____	Electrical Sign Permit.....	ea. \$ 35.00

State Levy..... 2.0%

TO BE COMPLETED BY PERMIT TECHNICIAN
FEE CALCULATION

Administrative Use Only

Permit Fee (calculated after review) \$ _____

2.0% Levy per USBC \$ _____

Total Permit Fee \$ _____

Less Admin Fee (if applicable) \$(_____)

Commercial only minimum \$75.00

TOTAL DUE WHEN ISSUED \$ _____

Admin Fee

CK# _____

Date _____

Permit Tech _____



Culpeper County Building Department
302 North Main Street • Culpeper, VA 22701
(540) 727-3405 • FAX (540) 727-3461

SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, you do not need a sign permit:

- ☐ It is a painted non-illuminated sign
- ☐ It is a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m²)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

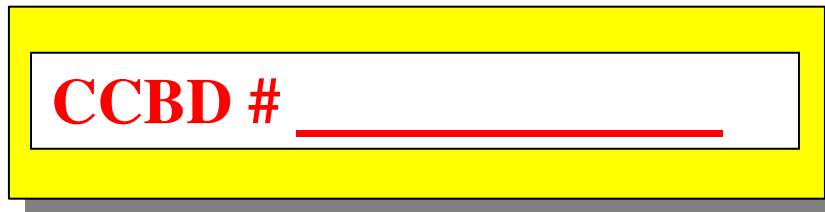
If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- | | |
|---|--------------------------------|
| ➤ Section H-102-Definitions | Section H-109 Ground Signs |
| ➤ Section H-103-Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
 - a. **Wall signs exceeding 40 sq.ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
 - b. **Wall Signs exceeding 50 sq.ft will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a master engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.**

2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
 - a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:



- b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
 - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
 3. The inspection process for all signs must be met in order to receive a final approved inspection:
 - a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
 - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
 - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
 - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County

SIGN PERMIT APPLICATION – MASTER # BFS-01-08

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Application must be filled out completely.

☐ 2006 IBC (International Building Code - Commercial)

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

GROUND MOUNTED & ANCHORED HANGING SIGNS OVER 50 SQ.FT.: 3 Sets Drawings/each page with architectural seal, wind loads and footing/anchoring designs. (Review Process) Master design on file ____YES ____N/A

ELECTRICAL: ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Actual work to be performed _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex.1960).

IF APPLICABLE PLEASE COMPLETE.

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Owner Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class ____ Expiration ____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount \$ _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

The person signing this document accepts responsibility and understands that a Final Inspection will be required to complete this permit. A Certificate of Occupancy shall not be issued to the Tenant without a Passed Final Inspection on all permits.

Signature: Owner/Contractor/Agent

Print Name

Date

Fee Schedule On Back

All permits subject to a 2.0% State Surcharge
Building Official reserves the right assign fees not shown.

FEE SCHEDULE FOR MASTER BFS-01-08

2' x 4' POLE SIGN (Max)
8' OR LESS IN HEIGHT(grade to top of sign)

Need: Zoning permit
Sign application
Electric application (if Applicable)
Plat – 2

Administrative Fee required for all signs needing a plan review. This is a onetime fee that is submitted at time of application and will be applied to the total permit fee and is based on the number of signs. This fee is non-refundable if the project is cancelled for any reason.

1 to 5 signs..... \$ 75.00
More than 5 signs..... \$250.00

Plan
Reviewers
Must
Complete

# _____	Ground Mounted.....	ea. \$ 75.00
# _____	Wall Mounted Signs no electrical—no plan review.....	ea. \$ 35.00
# _____	Directional/Street signs—not requiring plan review.....	ea. \$ 35.00
# _____	Wall Mounted Signs w/ plan review	ea. \$ 35.00
# _____	Plan Review Fee 1 to 4 signs.....	ea. \$ 50.00
# _____	Plan Review Fee 5 or more signs.....	ea. \$ 250.00
# _____	Electrical Sign Permit.....	ea. \$ 35.00

State Levy..... 2.0%

TO BE COMPLETED BY PERMIT TECHNICIAN
FEE CALCULATION

Administrative Use Only

Permit Fee (calculated after review) \$ _____

2.0% Levy per USBC \$ _____

Total Permit Fee \$ _____

Less Admin Fee (if applicable) \$(_____)

Commercial only minimum \$75.00

TOTAL DUE WHEN ISSUED \$ _____

Admin Fee

CK# _____

Date _____

Permit Tech _____



Culpeper County Building Department

302 North Main Street • Culpeper, VA 22701

(540) 727-3405 • FAX (540) 727-3461

SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix "H", of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, you do not need a sign permit:

- ☐ It is a painted non-illuminated sign
- ☐ It is a sign that is temporary in nature like one for the sale or rent of a piece of property or home
- ☐ Signs erected by a transportation authority
- ☐ Projecting signs that do not exceed 2.5 sq. ft. (0.23m²)
- ☐ The changing of movable parts of an approved sign (previously permitted) that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

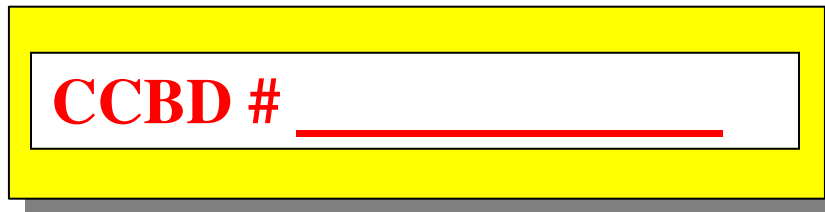
If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix "H" of the IBC. The following lists the contents of the applicable sections/procedures of appendix "H":

- | | |
|---|--------------------------------|
| ➤ Section H-102-Definitions | Section H-109 Ground Signs |
| ➤ Section H-103-Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Sections H-107-Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs**, any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix "H". Additionally all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 sq.ft. and below **will not undergo** a plan review process but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
 - a. **Wall signs exceeding 40 sq.ft. shall be constructed of metal or other non-combustible material, except for nailing rails and per sections H-106.1 and H-107.1 of the IBC.**
 - b. **Wall Signs exceeding 50 sq.ft will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer's design due to wind load and structural integrity may be accompanied by a master engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional's license is current, as a new design will need to be submitted at the end of the license term.**

2. All signs permitted through the Culpeper County Building Department must be inspected and a sticker affixed to identify it has undergone the required inspections. Upon obtaining a permit for a sign the follow will take place:
 - a. Upon obtaining your sign/signs permits you will be provided with a sticker that resembles the following:



- b. A sign permit sticker will be provided for each sign being installed and will be affixed by the permit holder, once his initial work has been done and he is ready for a final inspection. **The sticker must be placed in a conspicuous location so that an inspector can view the permit number from his location without aid of any ladders, booms etc.**
 - c. The permit number assigned to the project will be written in indelible ink legible enough for the Inspector to be able to read the permit number from his vantage point at grade level. Failure to place a sticker in a visible location will result in a failed inspection.
 3. The inspection process for all signs must be met in order to receive a final approved inspection:
 - a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
 - b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
 - c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
 - d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the Technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.